

Application for Type D Site Plan Review

The undersigned, owner of the hereinafter-described property located within the corporate limits of the City of Tallahassee, hereby petitions the City of Tallahassee for a Type C site plan review:

1.	Project Name:					
2.	. Project Description:					
3.	Applicant's Name:					
	Mailing Address:					
						
		City	State	Zip		
	Telephone #:	()	Fax #: <u>()</u>			
4.	Property Owner's Name:					
	Mailing Address:					
		City	State	Zip		
	Telephone #:	()	Fax #: <u>()</u>			
5.	Agent's Name:					
	Mailing Address:					
		City	State	Zip		
	Telephone #:	()	Fax #: <u>()</u>			
6.	Proposed Develo	ppment:				
	a. Heavy In	nfrastructure				
7.	Is project located	within a Planned Unit Dev	elopment (PUD)?			
	If yes, PUD Name	e:				
8.	. Property Tax ID Number:					
9.	. Current Zoning District:					
10.). Acreage of Property (hundredths):					

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11.	Certificate of Land Use Compliance Number:
12.	Date of Pre-application or Pre-submittal Meeting:
13.	Type of Use(s):
14.	Total Square Feet of Non-Residential Use(s) Existing:
15.	Total Square Feet of New Non-Residential Building Area Added:
16.	Existing impervious Surface Area (Parking, Pavement, & Building:
17.	Impervious Surface Area added (Parking, Pavement, & Building:
18.	Number of Deviations Requested (Height, Setback, etc.): **Attach Application Form(s)**
19.	Signature of Owner/Agent:



Type C Site Plan Review Completeness Determination Checklist

Submit completed Site Plan application to the Planning Department. In order for an application to be eligible for review, the following materials must be submitted to the Planning Department.

PLEASE NOTE: PLANS WILL NOT BE ACCEPTED UNLESS FOLDED TO 8½" X 11" SIZE (10 sets are required for submittal along with an electronic copy on a CD or DVD. The required file format for all text documents is Microsoft Word, WordPerfect or Adobe Acrobat PDF. The required file format for all maps and drawings is Adobe Acrobat PDF or TIFF.)

Applicant Verification	<u>Staff</u> <u>Verification</u>		
		1.	 The applicant shall submit a detailed statement of objectives to the Planning Department Director indicating: a. General purpose of the development; b. Method and time schedule of development and improvements to be made part of the project; c. Type and square footage of non-residential development including floor area ratios, pervious and impervious surface areas, and other standards as may be required; and d. Narrative and/or other pertinent information indicating how the proposed application complies with the minimum requirements of Section 10-413 (Community services and facilities/institutional uses)
		2.	Legal description and boundary survey of the parcel, which is signed and sealed by a Florida Registered Land Surveyor.
		3.	A site conditions map drawn to an appropriate engineer's scale sufficient to show and to depict the location of existing property lines for both private and public property (boundary survey, signed and sealed by a surveyor), existing contours shown at a contour interval of no greater than two (2) feet, streets, buildings, transmission lines, sewers, bridges, culverts, and drain pipes, water mains, public utility easements, natural features as identified in the natural features inventory and any other physical conditions on the site.
		4.	 A site plan shall be drawn to an appropriate engineer's scale showing: a. Proposed grading plan; b. Width, location and typical sections and names of proposed streets; c. Width, location and names of surrounding streets including any/all rights-of-way and easements; d. Zoning district categories and existing land uses on subject and adjoining properties;

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Applicant Staff

Applicant Verification	<u>Staff</u> <u>Verification</u>	
		 e. Use, size, location and height of all proposed buildings and other structures; f. Location of phase lines indicating all applicable construction phases;
		 g. Off-street parking and loading plan; h. Circulation diagram showing vehicular and pedestrian movements including any special engineering features and traffic regulation devices;
		 j. Location and size of common open space and public or quasi-public areas; and k. Approved location(s) of the surveyed natural features lines/locations.
		5. A title block shown on the face of the site plan.
		 6. A utility service plan showing: a. Existing drainage and sewer lines; b. Disposition and/or retention of sanitary waste and stormwater;
		c. Source of potable water; and d. Location and width of all utility easements and rights-of-way,
		 7. A landscaping plan showing: a. Landscaped areas; b. All protected trees or groups of trees eighteen (18) inches in diameter or larger, or the interior of the site or four (4) inches in diameter or larger on the perimeter of the site within the setbacks, indicating those to be retained, removed, or relocated;
		 c. Location, height, and material for walks, fences, walkways, and other man made landscape features; and d. Any special landscape features including, but not limited to, man-made lakes, land
		sculptures and waterfalls. 8. Statistical information including:
		a. Total acreage of the site;b. Maximum building coverage expressed as a percentage of the total site area;
		c. Area of land devoted to rights-of-way, transportation easements, parking and other transportation facilities expressed as a percentage of the total site area;
		d. Area of land devoted to landscaping and/or open space usable for recreation purposes expressed as a percentage of the total site area; and
		f. Calculated density/intensity for the project.

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Applicant Verification	<u>Staff</u> Verification		
		9.	Development schedule showing order of construction, proposed date for the beginning of construction and completion of the project as a whole and any phases thereof.
		10.	Covenants, grants, easements, dedications and restriction to be imposed on the land, buildings, and structures, including proposed easements for public utilities and instruments relating to the use and maintenance of common open spaces and private streets. Such instruments shall give consideration to access requirements of public vehicles for maintenance purposes.
		11.	Certificate of Land Use Compliance.
		12.	A preliminary Certificate of Concurrency, if applicable.
		13.	A copy of the Natural Features Inventory exemption or approval letter.
		14.	An Environmental Impact Analysis narrative, if a Natural Features Inventory was required.
		15.	A DRC approval block on the front page of the site plan application.
		16.	Identification of any individual, neighborhood association or business association with which you voluntarily met prior to submitting this application.
		17.	Completed Owner's Affidavit.
		18.	Completed Application for Site Plan Review.
		19.	Completed Application for each Deviation Requested.
		20.	Pre-Submittal Meeting Date
		21.	This completed checklist.
		22.	Additional relevant information, which is deemed to be appropriate by the City to ensure consideration of all relevant issues.

NOTE:

All of the items listed above must be submitted at the time of application, unless the Land Use Administrator waives a specific item when a Land Use Compliance Certificate is issued or during a pre-application conference. Failure to provide one of the items listed above may result in the rejection of the site plan application.